



TRAINING CALENDAR

U. S. Small Business Administration

Spokane Office: (509) 353-2811

Serving Central & Eastern Washington and Northern Idaho

Website: www.sba.gov

August 2006

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
8/1/06 (TUE) 8-10 a.m.	Women In Business- The Look of Success – Summer/Fall 2006 – Learn about fashion trends and how to dress professionally, yet comfortably for Spokane's hot summer and early fall weather.	\$15.00	Macy's - Downtown	Kyla Meredith-Boucher (509) 747-2821
8/1/06 (TUE) 6-9 p.m. Pre-registration is required for all workshops.	Payroll Recordkeeping – Learn how to set up an effective system for keeping necessary payroll records including employee records, taxes withholding, and quarterly/annual tax deposits. Become familiar with employee procedure manuals and the Immigration and Naturalization I-9 forms.	\$35.00 – Bring your Business Partner for Free	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
8/2/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	Basics of Starting a New Business: Learn how to start your business with the right legal, tax, insurance and accounting advice. Discover how to start your planning, financial and marketing programs.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BIZStreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118
8/8/06 (TUE) 6-9 p.m. Pre-registration is required for all workshops.	Patents Trademarks Copyrights – Learn about the application process and benefits of protecting your invention, products, trade names, designs and publication. Taught by a patent attorney from Wells St. John P.S.	\$35.00 – Bring your Business Partner for Free	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
8/10/06 (THU) 12 Noon to 1PM Pre-registration Not required	Loan Briefing* Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811

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8/10/06 (THU) 8-9 a.m.	Inside the Business Studio - Based on the popular series "Inside the Actor's Studio", this session will include a conversation with Susie Matteson, owner of Peters and Sons Flowers and Gifts, Spokane's oldest flower shop. Learn about challenges overcome and the keys to their continued success, followed by a question and answer period.	\$15.00	INWBC Office Courtyard Office Center 827 W. First Avenue Spokane	INWBC To register for an event, please email your name, company, phone, email and credit card information to info@inwbc.org .
8/10/06 (THU) 6-9 p.m. Pre-registration is required for all workshops.	QuickBooks for Payroll – Beginning, intermediate, and advanced learners can benefit from this class. Set up and create payroll with QuickBooks with confidence. Hands-on instruction includes setup of employees, payroll items, quarterly payroll reports and taxes.	\$35.00 – Bring your Business Partner for Free	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
8/15/06 (TUE) 8:30 a.m. – 12:00 p.m.	Choosing a Business Entity: The Business Entity Workshop is designed to compare the pros and cons of the different business entity types including sole proprietorships, partnerships, limited liability companies and corporations. Understanding the restrictions, requirements and flexibilities of the different entities will enable entrepreneurs to make more informed decisions about what structure to select when they start a business or to switch from one entity to another as their business grows. Featuring Dave Bender, EA with Bender and Bender Accounting.	Free	801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811
8/15/06 (TUE) 9 a.m. - Noon Pre-registration is required for all workshops.	Prebusiness Workshop – Designed for entrepreneurs interested in starting a new business, this workshop covers the basic start-up information, including required licenses/registrations, agency information and ways to get started on the right foot.	\$35.00 – Bring your Business Partner for Free	CenterPlace 2426 N. Discovery Place Spokane	SBDC - Call 358-7890 for more information or to register.
8/16/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	How to do Your Marketing Plan: Learn how to focus on generating revenues. Gain insights into the process of identifying prospective customers and determine how to reach them.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BIZStreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118

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8/17/06 (THU) 6-9 p.m. Pre-registration is required for all workshops.	Starting a Bookkeeping Service – Take advantage of market demand for bookkeeping services. This class explores the advantages and drawbacks, what skills and equipment are needed, and how to market your service effectively.	\$35.00 – Bring your Business Partner for Free (share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
8/23/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	Recordkeeping Basics: Gain a better understanding of how and why you keep good business records and the use of financial statements.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BIZStreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118
8/24/06 (THU) 12 Noon to 1PM Pre-registration Not required	Loan Briefing* Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811
08/24/06 (THU) 12:00 p.m. – 1:00 p.m.	Doughnuts to Dollars – Planning to retire someday and wondering when and how? Saving for a rainy day or old age should start now. Make your dreams for the future a reality. Learn how to set goals, identify roadblocks and introduce solutions. Financial advisor Mattias Herzog navigates painlessly through the process of having a comfortable future and an affordable here and now.	\$15.00	INWBC Office Courtyard Office Center-Conference Room 827 W. First Avenue Spokane	INWBC To register for an event, please email your name, company, phone, email and credit card information to info@inwbc.org .
8/30/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	Understanding your Business Financials: Determine and anticipate the cash flow needs of your business. Learn how to use financial statements as a management tool.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BizstreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118

Upcoming Training Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/1/06 (FRI) 5:00 p.m. – 7:00 p.m.	Women in Business First Friday Networking Event – Visit the Women's Business Center and network with women in business on First Friday! Featured artist TBA.		INWBC Office Courtyard Office Center-Conference Room 827 W. First Avenue Spokane	
9/6/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	Basics of Starting a New Business: Learn how to start your business with the right legal, tax, insurance and accounting advice. Discover how to start your planning, financial and marketing programs.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BIZStreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118
9/7/06 (THU) 6:00 p.m. Pre-registration is required for all workshops.	Business Planning Feasibility – This workshop helps you evaluate the feasibility of your idea or market expansion through the use of a business plan process. The plan is used as a management tool to evaluate your idea and help make it come true.	\$40.00 – Bring your Business Partner for Free.	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/11/06 (MON) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	All You Need to Know About a Website – Cut through the hype and mystery surrounding the web with this short class. Understand concepts and practical methods that save you time and money. Regardless of whether you build your own site or have it built, this is the information you need. From basic site considerations to navigation and search engine ranking, this class helps you put your product or service on the web effectively. (Free software included). Call 358-7890 for more information or to register.	\$50.00 – Bring your Business Partner for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/13/06 (WED) 8:30 AM – 12 Noon Pre-registration Recommended	Business Plan; A Roadmap to Success: Discover why successful businesses operate with a plan and the steps needed to develop your own plan.	\$35 with pre-registration, \$20 for 1 additional person \$45 at the door Register on-line at: www.BIZStreetSpokane.com	801 W. Riverside Avenue, Suite 200 Spokane	SCORE (509) 459-4118
9/14 & 28/06 (THU) Noon to 1PM Pre-registration Not required	Loan Briefing* Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811

Upcoming Training Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/18/06 (MON)	SBA Surety Bond Program Workshop – The Nuts and Bolts of obtaining an SBA Guaranteed Contractor Bond.	Free	801 W. Riverside Avenue, Suite 200 Spokane Big Bend Community College Moses Lake	SBA (509) 353-2811
9/19/06 (TUE) 8:30 a.m. to 11:30 a.m.	Schedule C / Sole Proprietorship – Are you a sole proprietor who needs help sorting through tax issues that may apply to your business? Are you ready to file your quarterly taxes? This workshop focuses on issues important to Sole Proprietors: Federal Tax Responsibilities, business income and expenses, self employment tax, estimating tax payments, avoiding tax penalties, and record keeping tips. Featuring Connie Goodman.	Free	801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811
9/19/06 (TUE) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	Income Tax Issues that Impact Your Business – Learn to better manage your business taxes through proactive actions. This course covers the most current income tax issues that have an impact on your business and the taxes you'll pay.	\$50.00 – Bring your Business Partner for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/20/06 (WED) 6:00 p.m. – 9:00 p.m.	How to Maximize Hits to Your Website – Web sites that can be found can become revenue generators; this class provides the what-to-do and the how-to-do-it for getting your site found. Discover the professional secrets to getting a site into the top rankings in the most popular search engines. Covers key words, content, pay-per-click campaigns.	Bring your Business Partner along for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/21/06 (THU) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	Best Tips for Internet Marketing – Learn concise explanations and examples of effective use of the Internet to market or service. The Internet is not like print or television; it has its own rules. Understanding content, copywriting, and key words, is vital to creating a web site that produces paying customers. Search engines and Adword (pay-per-click) campaigns are covered. (Free software is included.)	\$50.00 – Bring your Business Partner for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.

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9/22/06 (FRI) 8:00 a.m. – 5:00 p.m. Pre-registration is required for all workshops.	HR in a Box – The content of three classes (Human Resource Practices, Hiring Smart, and Motivating Employees for Increased Productivity) combined in one convenient all-day seminar. Take this seminar to gain a comprehensive understanding of human resource management.	\$85.00 – Bring your Business Partner for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/25/06 (MON) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	QuickBooks Nuts & Bolts – Even if you are a QuickBooks whiz, this workshop is for you with an opportunity to increase and confirm your knowledge, and receive valuable tips on using QuickBooks to reach your financial objectives. Receive a workbook with complete seminar notes, with step-by-step instructions and easy-to-follow screen shots. During the workshop, incorporate your questions into our training discussion.	\$135.00 – Bring your Business Partner for Free	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/27/06 (WED) 9:00 a.m. – 4:00 p.m. Pre-registration is required for all workshops.	Learn How to Protect Your Business & Your Ide – The morning covers the application process and benefits of protecting your inventions, products, trade names, designs and publications. The afternoon session addresses legal entities, basics of contract law, and other legal issues affecting the establishment and management of your business.	\$60.00 – Bring your Business Partner for Free (Share one set of materials).	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.

Upcoming Training Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/28/06 (THU) 1:30 p.m. – 4:30 p.m. Pre-registration is required for all workshops.	Social Enterprise – Why do nonprofits beg for money when they have a wide variety of products and services they can sell at market prices? How can nonprofits become less dependent on grant pursuits and endless fundraisers by utilizing talent and resources they already possess? This interactive class explores the valued role social enterprise and entrepreneurship can play in your nonprofit. We assess your current capacity, explore ways of building capacity, examine business options and study several case studies. This session is designed for everyone interested in moving their 501c3 nonprofit toward financial independence and profit making.	\$35.00 – Bring your Business Partner for Free (Share one set of materials).	CenterPlace - Mirabeau 2426 N. Discovery Place Spokane Valley	SBDC - Call 358-7890 for more information or to register.
9/28/06 (THU) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	Beginning Recordkeeping – This is an introduction to basic recordkeeping (double-entry system). Topics covered are income and expense summaries, cash controls, cash reconciliations, checkbook registers, balancing bank statements, and the benefits of having a good system in place. Bring a calculator.	\$50.00 – Bring your Business Partner for Free.	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
9/29/06 (FRI) 8:00 a.m. – 5:00 p.m. Networking Begins at 7:30 a.m..	Training for Construction Contractors – Want to learn how to save money on Workers Compensation premiums or your unemployment Premiums? Do you need to update your accident prevention plan? Would you like to learn how to avoid common customer complaints? Do you have a business plan? Have you ever wondered whether or not you should incorporate your business? Then this free training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you Construction Contractor Training Day. Twenty-two different classes on everything from marketing your business to safety training to customer service issues.	Free	Center Place 2426 N. Discovery Place Spokane Valley	Dept. of Labor & Industries - Attn.: Shari Purves-Reiter P.O. Box 44400 Olympia, WA 98504-4400 Or Fax to: 360-902-5292 or Call 360-902-4733 for more information or to register.

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10/5/06 (THU) 6:00 p.m. – 9:00 p.m. Pre-registration is required for all workshops.	Prebusiness Workshop – Designed for entrepreneurs interested in starting a new business, this workshop covers basic start-up information, including required licenses/registrations, agency information and ways to get started on the right foot.	\$35.00 – Bring your Business Partner for Free.	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
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10/30/06 (MON) 6-9 p.m. Pre-registration is required for all workshops.	Patents Trademarks Copyrights – Learn about the application process and benefits of protecting your invention, products, trade names, designs and publication. Taught by a patent attorney from Wells St. John P.S.	\$35.00 – Bring your Business Partner for Free	665 N. Riverpoint Blvd. Spokane	SBDC - Call 358-7890 for more information or to register.
11/14/06 (TUE)	Certification: Benefits and Process – Federal and State certification programs are designed to help your business grow and access contracting opportunities. If you are a minority, woman, or person of social and economic disadvantages who owns and controls a business, attend this free certification workshop	Free Pre-registration for OMWBE is required – www.omwbe.wa.gov/workshops/	SBA 801 W. Riverside Avenue, Suite 200 Spokane	Office Minority Women's Business Enterprises - Louise Fendrich (509) 459-4120
11/21/06 (TUE) 1 p.m. – 4 p.m.	Choosing a Business Entity – featuring David Buob	Free	801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811
12/19/06 (TUE) 8:30 a.m. – 11:30 a.m.	Schedule C / Sole Proprietorship – featuring Marie Shepard	Free	801 W. Riverside Avenue, Suite 200 Spokane	SBA (509) 353-2811

*** For your convenience, SBA now offers you the option to participate by phone from the comfort of your home or office!**

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To hear the presenter by conference call, dial the toll-free phone number: 1-866-740-1260 and enter the "Access Code": 3109402. To simultaneously view the PowerPoint slides online as it is being presented log onto the website www.readytalk.com and enter the "Participant Login Code": 3109402.				

SBA - U. S. Small Business Administration: SBA is a federal agency whose mission is to promote and assist small business. For more information on SBA go to www.sba.gov

SBDC - Small Business Development Center: SBDC is a partnership between SBA and state and local governments, the educational community and the private sector to provide business management and technical assistance, training and research to small business owners and managers to improve profitability and stimulate growth. For more information on SBDC, go to www.wsbdc.org for Washington and www.idahosbdc.org for Northern Idaho.

SCORE - Counselors to America's small businesses: SCORE is a management consulting program sponsored by SBA, comprised of active and retired business executives who volunteer their time counseling and advising small business owners on the many aspects of starting and managing their businesses. For more information on SCORE go to www.score.org

The U.S. Small Business Administration's participation in these events does not constitute an express or implied endorsement of any of the participants' opinions, products or services. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Call the SBA at (509) 353-2811 or mail requests to SBA, 801 W. Riverside Avenue, Suite 200, Spokane WA 99201. All programs are offered on a non-discriminatory basis.